Project Managers' Workgroup

MINUTES
January 24, 2005

Attending:

Alisa Cutler	DPI/ITS
Travis Snipes	HDDS
Shaw Erfani	ITS/ETS
Jim Broadwell	ITS/TS
Sarah Joyner	ESC
Suzanne Taylor	ESL
Steve Tedder	ITS/ETS
Joe Kellogg	DST
Paul Marsh	DST
Jesus Lopez	ITS/ETS
David Prince	DJJDP
John Taffe	NCCCS
Duane Smith	DOT
John McShane	ITS/ETS
Richard McGee	ITS/ETS

Sharon Hayes called for approval of Minutes. Approved.
She informed members that meeting time has to be changed from 2:30 pm to 4:00 pm, to 3:00 pm to 4:00 pm. She also asked if members would like to change the venue for the meetings. All were in agreement on the time change as well as keeping ITS as the meeting venue.

Sharon announced the successful completion of the PMP certification by Jesus Lopez. A framed letter from George Bakolia was read and then presented to Jesus.

Jesus Lopez gave an update on the Portfolio Management Tool. He also informed members of PMP certification classes to be held in March. He handed a copy of the Strategic Analysis Report from Gartner to each member.

Sharon Hayes informed that two slots would be allocated to each agency for training on the Portfolio Management Tool.

Dr. Gary Evans proceeded with demonstration of DOT Project Management process named Project Assist. He demonstrated their online resource for managing information technology, which includes: Step-by-step instructions; Templates; Tutorial, Glossary, Project Library; Feedback and SAP Process.

The demonstration was well received and generated many questions.

Sharon Hayes introduced the new members of the EPMO staff, John McShane and Stephen Tedder.

Sharon asked that members send their comments to Jesus Lopez about Senate Bill 991 form before Project Management Tool is implemented. She informed members that ITS will be hiring a Portfolio Manager.

Sharon enquired if other agencies would like to do a demonstration as DHHS and DOT had done. She also wanted to know what members would like to do with information seen in these two examples.

Dr. Gary Evans suggested coming up with something generic for the statewide project management methodology

Dick McGee suggested that a standard methodology be built into the tool so that everyone can use it.

Future items:
1.   Project Management qualifications required.
2.   Creating a statewide project management methodology in North Carolina.